



**DATE:** February 16, 2011

**TO:** *All Prospective Proposers*

**SUBJECT:** *Addendum #1 — Website Redesign Services*  
*RFP#: 11.023*

The bid opening date remains as scheduled for **Tuesday, March 1, 2011** at 1:30 P.M. Please note the attached minutes from the pre-proposal meeting held, Tuesday, February 15, 2011.

In order to constitute a complete bid response, you **must** acknowledge receipt of this addendum either on the bid proposal page or by submitting a copy of this addendum with your bid. We appreciate your interest in doing business with the City of Savannah and hope that you will respond to this solicitation.

Sincerely,

Margaret H. Joyner  
Purchasing Director

**ADDENDUM #1**  
**Website Redesign Services**  
**RFP#: 11.023**  
**February 15, 2011**

Questions Submitted via email:

1. The city defines two separate Scopes of Work (per sections 2.3 and 2.10) preliminary and final. Is it the city's intent to allow for a paid discovery to better estimate the overall project scope and cost? ***The City will not approve a paid discovery but will conduct negotiations for a final contract, final scope of services and best and final costs following recommendation and approval of award to a contractor.***
2. In section 2.2 and 2.5.11, the city describes various web applications, databases, and integration points that need to be addressed with the new architecture. Is there a listing that will be made available of all the hardware and software components currently used in the enterprise? Ideally the listings would include hardware configuration, software versions etc.  
and  
It is mentioned in the Scope that " Integration with any existing third party systems that will not be replaced by the new CMS. The Contractor should create a usable template to provide to these third party components, so that the site's new look and feel is consistent across all applications". ***Please see the attached list of web applications, databases and integration points.***
3. Is attending pre-proposal conference that is scheduled for Tuesday, February 15, 2011 at 9:30 am mandatory for submitting the proposal? ***Attendance at the pre-proposal meeting was not mandatory.***
4. Will you need a mobile optimized version to be part of the bid? ***Ideally, a mobile version for use on smart phones would be desired***
5. Does the application have to be hosted in Savannah? ***It does not have to be hosted in Savannah.***
6. Are there any special security requirements? ***The City requires that all its application has appropriate security for its function. The City, however, does not want to retain any credit card information on its servers.***

## Notes from pre-proposal meeting:

7. Can proposers offer options of hosted and non-hosted solutions? ***The City will consider both a non-hosted and a hosted solution.***
8. Will there be a need for log-ins for visitors? ***There will be a requirement to log-in at some third party sites, but there is no requirement for visiting the City's main page unless the application unless requires it.***
9. The City is looking for input from proposers on how to best utilize social media applications.
10. Section 2.8 asks that proposers provide references of at least (3) firms which have experience with municipalities. Is this a strict requirement? ***It is the City's desire to contract with a firm that has experience with website design with municipalities since a government organization is unique in its operation and very different from private industry. However, companies that may not fulfill the requirements may still submit proposals. It may not be awarded the full point value for that requirement but will still be considered.***
11. May companies located outside of the US submit proposals? ***It is the desire of the City and its staff to have full accessibility to its contractors. While that does not preclude an out-of-country firm from bidding, it is not the ideal situation.***
12. Is funding for this project totally from this budget year? ***Yes.***
13. Does the City have a desired "Go Live" date? ***No***
14. In reference to Section 2.5.8, 8<sup>th</sup> bullet point: What type of reservation system is the City looking for? ***The City is looking for suggestions from proposers on how to handle a reservation type system that would apply to a multitude of functions within the city's website from parks and squares to art classes and tennis court reservations.***
15. Can you speak to the purpose of the website redesign? ***The City is seeking a visual statement that defines the City's character on its website. While the City is committed to its logo and color scheme there are additional design features that we are seeking from proposers to appeal to visitors and locals alike.***
16. What is the purpose of the need for security to avoid spam postings on a live

calendar if only city staff will be posting to it? *There may be a need for non-city staff to post events to the calendar such as team schedules, etc and the city wishes to avoid being spammed through this process.*

17. How many departments need access to the calendar of events? *It is the ideal situation that any and all departments that have events to promote to the public could post to this calendar.*

18. What are the number of pages that will migrated from the old website to the new? *There are approximately 15,000 pages in the existing website.*

19. Does this project involve the SCMPD's website? *The Savannah-Chatham Metropolitan Police Department (SCMPD) has a separate design webpage that is intended to be built off the same CMS but will have a different feel and look to its appearance. This is because the police department is a city-county police department and serves both the city and county entities.*

20. Is there a preferred CMS? *The City has been focusing on ASP.Net and SQL Server. Sharepoint has been used internally and the city would consider its use as well.*

21. Is the city looking for an open source solution? *No*

22. Is the City more interested in owning the source code or to have flexibility? *The City is more driven by code ownership as a means of protection.*

23. Referring to Section 2.5.8, does the City desire real time survey results? *It is a possibility but had not been considered to this point.*

24. Who will be involved as city staff in the design phase of this project? *The evaluation team of 6 staff will be initially involved and will consult with other staff and departments as the need arises.*

25. In reference to a hosted solution, can the City enter into a multi-year contract? *The city can enter into a multi-year contract but can only commit funds one year at a time.*

26. What the number of page views/unique visitors to the city's current website? *The City would desire the proposer to incorporate a tool to monitor the number of unique visitors and provide website traffic analytics. Data collected for the year 2009: page views => 8,250,000; unique visits => 2,250,000.*

27. Is the city engaged with a current contractor? **No**
28. Will Lotus Notes be decommissioned after this website is completed? **No there are other applications still using Lotus that are not related to the website.**
29. What is the telephony being used for 911 and 311 call centers? **311 Call Center is using the city's current phone system by ShoreTel. The 911 system is operated under A T & T's Positron.**
30. Does this site have to reside on a windows server? If so, will that server allow for PHP development as well as include MYSQL? **If the proposed solution is a hosted solution, it does not matter what solution is used. If the proposed solution is to be non-hosted, it is the City's preference not to pursue PHP and MySQL solutions.**
31. The deadline for all questions is Tuesday, February 22, 2011 at 5:00 PM. Submit all questions in writing to [jkerkhoff@savannahga.gov](mailto:jkerkhoff@savannahga.gov)